

Position Title

NASA's Pathways Intern Employment Program
(Human Resources)

Organization

B4 / OFFICE OF HUMAN CAPITAL
MANAGEMENT

NASA Announcement Number

LA13P0020

Vacancy Type

Case File

OPM Control Number / Status

336814000 / Posted

Salary Range

\$27,990 - \$31,315

<http://www.usajobs.gov/GetJob/ViewDetails/336814000>

Open Dates

02/01/2013 - 02/15/2013

Pay Plan - Series / Grade (Low, High, Potential)

GS - 0299 / 04, 05, 07

Position Information

Multiple schedules / Internships

Duty Location

511180650 - Hampton, VA (1)

Who May Be Considered

Current students enrolled or accepted for enrollment at a qualifying institution on a half time or full time basis, pursuing a Bachelor's degree AND have completed 1 academic year (college sophomore) or 2 academic years (college junior) of post-high school study leading to a Bachelor's degree. Individuals outside of the above criteria (college freshmen and college seniors) will not be considered.

Citizenship Required

True

Job Summary

Positions will be filled under the NASA Pathways Intern Employment Program (IEP). This program provides students in qualifying educational institutions with paid opportunities to work in agencies and explore Federal careers while completing their education.

*Relocation expenses will not be paid.

*This vacancy may be used to fill additional positions within 90 days of the close date.

Comments

GS-04 salary: \$27,990

Completion of 1 academic year of post-high school study. (The 1 academic year is the equivalent of 30 semester hours or 45 quarter hours.)

GS-05 salary: \$31,315

(Completion of 2 academic years of post-high school study leading to a bachelor's or higher degree. The 2 academic years is the equivalent of 60 semester hours or 90 quarter hours.)

Please identify the following information on your resume, failure to do so will prevent further consideration:

- Current cumulative GPA
- Current major and minor (if applicable)
- Current level of education. (i.e., Bachelor's program ¿junior, etc.)
- Number of post high school credits earned at time of application.
- Number of credits currently taking.
- Specific coursework associated with position being filled.
- Anticipated graduation date.

*Official college transcripts will be requested if you are selected.

TO RECEIVE CONSIDERATION, YOU MUST SUBMIT A RESUME AND ANSWER NASA-SPECIFIC QUESTIONS.

THE NASA QUESTIONS APPEAR AFTER YOU SUBMIT YOUR RESUME AND ARE TRANSFERRED TO A NASA WEB SITE.

IF YOU SUCCESSFULLY APPLY, USAJOBS WILL SHOW YOUR APPLICATION STATUS AS "RESUME RECEIVED."

IF YOUR STATUS IS "APPLICATION STARTED," YOU HAVE NOT SUCCESSFULLY APPLIED. DO NOT RELY ONLY ON THE USAJOBS STATUS TO CONFIRM SUCCESSFUL APPLICATION; ONLY AN EMAIL

FROM NASA CONFIRMS SUCCESSFUL APPLICATION.

Marketing Summary

NASA, the world's leader in space and aeronautics is always seeking outstanding scientists, engineers, and other talented professionals to carry forward the great discovery process that its mission demands. Creativity - Ambition - Teamwork - A sense of Daring - and a Probing Mind - That's what it takes to join NASA, one of the best places to work in the Federal Government.

NASA Langley Research Center (Hampton, Virginia), founded in 1917, is the nation's first civilian aeronautical research facility and NASA's original field center. To this day, NASA Langley researchers carry on the legacy of their pioneering predecessors. Whether testing airbags for space capsule landings, developing technologies to allow aircraft to fly at supersonic and hypersonic speeds or studying earth's atmosphere to better understand global climate change, NASA Langley remains on the leading edge and is a valuable contributor to the Nation's technology and knowledge base.

Key Requirements

1. Enrolled at a qualifying educational institution on a half/full time basis.
2. Cumulative GPA of 2.9 or higher on a scale of 4.0.
3. Must be registered for Selective Service.
4. Must complete background investigation.
5. Must work a minimum of 640 hours prior to completion of degree course work.

Total number of openings

1

Major Duties

Serves as a NASA's Pathways Intern Employment (IEP) Program student located in the Office of Human Capital Management. Participant completes assigned duties, tasks, readings, and developmental activities specified in the program. Incumbent will receive supervised rotational assignments throughout various human resources functions. Functions may include but are not limited to the following: Staffing, Classification, Employee Relations, Labor Relations, Training, Employee Recognition and Awards, Workers' Compensation, Executive Resources, Information Technology, Workforce Planning, etc.

Program participants receive formal periodic assessments of progress and sign a Pathways Agreement.

General Qualifications

NASA Pathways candidates will meet the qualification requirements below:

- Must be a U.S. citizen
- Be enrolled or accepted for enrollment as a full-time or half-time student into an accredited college or university in a degree seeking program.
- Currently has and maintains a cumulative GPA of 2.9 or higher on a scale of 4.0.
- If selected, must sign Student Pathways Program Agreement and provide official transcript at the end of each academic term.
- Must be able to complete a minimum 640 hours of work experience prior to or concurrently upon completing degree course work requirements.
- Must have at least one year of academic study remaining toward completion of current academic degree.

Educational Qualifications

****This position has a Selective Placement Factor (screen-out) which will also be used to determine minimum qualifications for this position. Applicants not possessing this Selective Placement Factor will be found ineligible for this position. The Selective Placement Factor is either accepted for enrollment or are currently enrolled and seeking a degree (diploma, certificate, etc.) in Human Resources or Business Administration with an emphasis/concentration/minor in Human Resources, or related discipline.**

Candidates must meet the following education requirements to qualify:

GS-4: Completion of 1 academic year of post-high school study. (The 1 academic year is the equivalent of 30 semester hours or 45 quarter hours.)

GS-5: Completion of 2 academic years of post-high school study leading to a bachelor's or higher degree. (The 2 academic years is the equivalent of 60 semester hours or 90 quarter hours.)

U.S. EDUCATION: Institutions located within the United States that have attained accreditation are listed on the U.S. Department of Education's website. To verify your institution's accreditation, please access this website <http://ope.ed.gov/accreditation/Search.aspx>. A complete listing of all institutions, including those located outside of U.S. territories, may be found in Accredited Institutions of Post-Secondary Education, a handbook published annually by the American Council on Education (ACE).

FOREIGN EDUCATION: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: <http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

Requirements

U.S. citizenship is required.

How You Will Be Evaluated

Candidates will be assessed based solely on basic eligibility requirements. Veterans' preference applies to all selections made under the Pathways authority in accordance with Part 302 of 5 CFR. Candidates who meet the minimum qualification requirements need not be further evaluated; however, if no further evaluation is done, qualified veterans have absolute preference. If candidates are further evaluated using NASA's category rating process, qualified veterans have absolute preference within the appropriate category.

Benefits

NASA offers excellent benefit programs and competitive salaries. To learn more about pay and benefits at NASA, visit the NASA Jobs website:

<http://nasajobs.nasa.gov/benefits/benefits.htm>

Other Information

Any applicant tentatively selected for this position may be required to undergo a pre-employment background investigation. As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. To verify your Selective Service registration, click here

<https://www.sss.gov/RegVer/wfVerification.aspx>

Your USAJobs account asks you to assign a name to each of your resumes. When you apply to a NASA position, we will show you the text of the resume you have submitted, but we do not maintain the name you have assigned to that resume. If you wish to keep track of that information, we recommend you make note of it at the time you apply.

How to Apply

Applications for the NASA Pathways Intern Employment Program will be accepted through NASA's automated Staffing and Recruiting System (STARS). You may begin the process of submitting your resume by clicking on the 'Apply Online' link.

In order to be considered, you must submit a resume completed on the USAJOBS site. When completing your USAJOBS resume, please remember that NASA limits resumes to the equivalent of approximately SIX typed pages, or approximately 22,000 characters including spaces. You will NOT be allowed to complete the application process if your resume is too long or if your resume was uploaded to USAJobs from a second source. Additionally, NASA does not accept documents attached through USAJobs' document attachment feature.

Once you submit your resume to NASA, you will be asked to complete a short series of additional questions. You must finish the entire process in order to have a complete application package and receive consideration. Your answers will not be saved unless you finish the entire application. You may edit a previously-submitted application, if the announcement is still open. For more information, see the Applicant Guide. (https://resume.nasa.gov/applicant_guide.html)

If you are unable to apply electronically for this position, submit your resume and supplemental questions to: National Aeronautics and Space Administration (NASA), Resume Operations Center, Mailstop: HS50, Marshall Space Flight Center, AL 35812. DO NOT submit your resume directly to the Center advertising this vacancy. Mailed resumes must be received by the close of business on the closing date of the announcement. Hard copy resumes requirements are provided at: Hard Copy Resume Requirements (<http://nasajobs.nasa.gov/howtoapply/hardcopyresumes.htm>).

If you are a first time applicant, we recommend that you review NASA's Applicant Guide (https://resume.nasa.gov/applicant_guide.html) to ensure that you are providing a complete resume. Failure to submit the supplemental data and a resume that contains all of the required information may result in loss of consideration for positions in which you are interested.

All applications must be received no later than midnight Eastern Time on the closing date of the announcement.

Required Documents

NASA's application process has been specifically developed to ensure that we only ask you for the information we absolutely need to evaluate your qualifications and eligibility. In order to apply for this position, you only need to submit your resume and answer the screening questions and supplemental information. Please identify the following information on your resume, failure to do may prevent further consideration.

No additional documentation is accepted at the time of application. (For example you need not submit narrative KSA statements; they are not required and will not be evaluated.) In this way we allow you to focus on preparing a resume that best describes your background and abilities. For assistance in preparing your resume, consult the *Applicant Guide* (https://resume.nasa.gov/applicant_guide.html *target=_blank*). Nothing further is required until requested by the Human Resources Office. At that point, we may ask you to submit documentation to support statements made in your resume. For example, we may ask you to provide academic transcripts or proof of Federal employment status. If you are claiming veterans' preference, we may ask you to submit proof of veterans' preference (DD-214, and, if claiming 10-point preference, SF-15 plus proof required by that form). If you fail to provide the required documents within the stated time period, we may withdraw a job offer and/or remove you from further consideration.

Contact

Yolanda Watford Simmons / 757-864-1569 / yolanda.watford.simmons@nasa.gov

What to Expect Next

After applying, if you are found qualified, you may be referred to the Selecting Official for further consideration. Whether or not you are contacted for an interview depends upon the location of the position and the judgment of the Selecting Official. (In some cases, individuals with priority for special consideration must be considered and selected before other candidates.)